3 FAH-1 H-3650
DEATH GRATUITY

(CT:POH-153; 06-22-2012)
(Office of Origin: HR/ER/WLD)

This subchapter contains guidelines and procedures, which implement 3 FAM 3650 and should be used in conjunction with that subchapter.

3 FAH-1 H-3651 DEFINITIONS

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The following definitions apply to 3 FAM 3650 and this subchapter.

(1) "Foreign Service employee" — A chief of mission, an ambassador at large, a member of the Senior Foreign Service, a Foreign Service officer or specialist, a Foreign Service officer or specialist career candidate, a Foreign Service officer or specialist serving under a non-career appointment, a consular agent, a Foreign Service national, or a U.S. representative to an international organization or commission.

(2) "Widow" — The wife living with or dependent for support on the decedent at the time of his death, or living apart for reasonable cause or be-cause of his desertion. (NOTE: FSN's may have more than one spouse applying for death gratuity payments.)

(3) "Widower" — The husband living with or dependent for support on the decedent at the time of her death, or living apart for reasonable cause, or because of her desertion. (NOTE: FSN may have more than one spouse applying for death gratuity payments.)

(4) "Child" — One who at the time of death of the employee is under 18 years of age or over that age and incapable of self-support, and includes stepchildren, adopted children, and posthumous children, but does not include married children. "Child" includes a student under 23 years of age who has not married; who has not completed four years of education beyond the high school level; and who is regularly pursuing a full-time course of study or training at a school, college, university, or other qualifying institution under the terms of 5 U.S.C. 8101 (17). Such an individual is deemed not to have ceased to be a student during an interim between school years if the interim is not more than four months and if the student demonstrates a bona fide intention of continuing to pursue a full-time course of study or training during the semester or other enrollment

period immediately after the interim duration during which the student is prevented by factors beyond the student's control from pursuing such education. A student whose 23d birthday occurs during a semester or other enrollment period is deemed a student until the end of the semester or other enrollment period.

(5) "Parent" includes stepparents and parents by adoption.

(6) "United States" means all the States and the District of Columbia.

3 FAH-1 H-3652 APPLICATION FOR BENEFIT

3 FAH-1 H-3652.1 Survivors Residing Abroad

(TL:POH-094; 08-20-2003)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The appropriate management officer will assist survivors residing abroad to make application for a death gratuity benefit to the appropriate agency.

3 FAH-1 H-3652.2 Survivors Residing in the United States

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The appropriate office listed in 3 FAM 3650 will assist eligible survivors residing in the United States to make application for a death gratuity benefit.

3 FAH-1 H-3652.3 Submission of Application

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The eligible survivor of a deceased Foreign Service employee will make application for the death gratuity by submitting a written request to:

State	Department of State, Office of Retirement and Career Transition, Retirement Division (PER/RCTRET), Room 1251, Main State, Washington, D.C. 20520.
USAID	U.S. Agency for International Development. Office of
Human Resources,	

Employee Relations Branch (M/HR/PMES/ESB), Washington, DC 20523.	
USIA	U.S. Information Agency, Office of Human Resources, Labor, Policy and Benefits Division (M/HRL), Room 520, 301 4th Street, SW, Washington, DC 20547; or International Broadcasting Bureau, Office of Personnel, Labor and Employee Relations Div. (B/PL), Room 1645, 330 Independence Avenue, SW, Washington, DC 20547.
USDA	Appropriate agency personnel office, who will forward request to Department of State, Office Employee Relations, Retirement Division (PER/ER/RET), Room 1251, Main State, Washington, D.C. 20520.
Commerce	Office of Foreign Service Personnel (USFCS/OFSP), Room 3226H, 14th & Constitution Ave. Department of Commerce, Washington, D.C. 20230.

3 FAH-1 H-3652.4 Material To Accompany Application

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

a. If the eligible survivor has not made application for compensation under 5 U.S.C. 8133, advise the survivor to ask the office of Workers' Compensation Programs, Department of Labor, Washington, DC 20210, for further information.

b. The eligible survivor must attach to the application a copy of the death certificate on the deceased employee and a copy of the written approval by the Department of Labor of claim for compensation under 5 U.S.C. 8133.

3 FAH-1 H-3653 PROCESSING OF CLAIM

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

a. Upon receipt from the eligible survivor of:

- The application
- A copy of the death certificate, and

- A copy of an approved claim under section 5 U.S.C. 8133, the action office will prepares an approval memorandum) for the signature of the appropriate approving officer (see 3 FAM 3653), supported by the following documentation:

(1) Survivor's application for death gratuity.

(2) Copy of death certificate.

(3) Copy of approval of compensation under 5 U.S.C. 8133.

(4) Certificate of availability of funds with appropriate fiscal citation.

b. After the approving officer signs the approval memorandum, the action office shall forward the approval memorandum with supporting documentation for payment to:

State	For Americans, Office of Financial Operations, FMP/FO USDA
For Foreign Service National employees, the appropriate payroll center.	
USAID	Chief, Office of Financial Management, Employee Service Division (FM/ESD)
USIA	Chief, Financial Operations Division, M/CF. After certifying payment, the above officials promptly advise the appropriate action office.
Commerce	For Americans, to the National Financial Center.
Foreign Service Nationals, to the appropriate payroll center.	

3 FAH-1 H-3654 NOTIFICATION OF PAYMENT

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The appropriate action office will promptly notify the eligible survivor that payment of a death gratuity has been approved and that a check (specify amount) will be processed by the payroll center.

3 FAH-1 H-3655 ADVISORY SERVICES

(TL:POH-11; 04-08-1996)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service and FSN employees)

The Retirement Division (PER/RCT/RET) in State will provide interpretive and advisory services relating to policy aspects of death.

3 FAH-1 H-3656 THROUGH H-3659 UNASSIGNED